
PAYROLL TROUBLESHOOTING REFERENCE GUIDE

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USING THIS GUIDE

This guide is intended to be a backup or a companion to the Payroll Troubleshooting Procedures Guide.

PAYROLL/TIME REVIEW AS PART OF THE BIG PICTURE

Tools

IT0001 – org assignment
 IT0002 – personnel data
 IT0007 –
 positive/negative
 IT0008 – basic pay
 IT0315 –
 IT0416 –
 IT0613 – absence
 donations
 IT0698 – absence pools
 IT2001 – manual leave
 entered
 IT2012 – time transfers
 PC_PAYRESULT – payroll,
 splits
 PUOC_10 – pay statement
 Payroll Calendar

Tools

PO13D – premium
 settings
 IT 9005 – overtime
 compensation
 IT9006 – holiday payout
 IT9007 – night shift
 premium
 IT9008 – evening shift
 premium
 IT9009 – weekend shift
 premium
 IT9010 – holiday
 premium rate
 IT9011 – on-call
 IT9016 – extended duty

HR Business Processes



Tools

CATS_DA – records
 approved? skipped?
 CATS_APP_LITE – approve
 ESS if no MSS
 ATT/ABS Type 9400 –
 LWOP only code to
 reduce normal salary
 stop longevity
 Work Schedule Rules
 Work Weeks
 PT66 – display time

Tools

IT0167 – health plans
 IT0168 – insurance plans
 IT0169 – savings plans
 IT0170 – Flex spending
 accounts
 IT0377 – misc plans
 IT0378 – adjustment
 reasons - comments
 IT0021 – family members
 Display agency-specific
 benefit plans
 -- WATCH DATES! --

Tools

On LOA?
 IT2003 - Substitutions
 IT0000 – review actions
 It2001 – capture leave to
 be paid

INFOTYPES

Several Infotypes must be completed and accurate for payroll to process successfully.

- Infotype 0001 Organizational Assignment
- Infotype 0002 Personal Data
- Infotype 0006 Address
- Infotype 0007 Planned Working Time
- Infotype 0008 Basic Pay

Use PA20 to view these Infotypes.

TIME EVALUATION

Time Evaluation looks at various fields on Personnel Administration infotypes for to determine which time management rules should be applied for each employee. Several of those fields are described below:

IT0000 – Actions

Overview Actions (0000)

Pers.No. 800000069
 Name George Crumley01
 EEGroup A SPA Employees PersA 4601 Cultural Resources
 EESubgroup A1 FT N-FLSAOT Perm
 Choose 01/01/1800 to 12/31/9999

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...
07/01/2008	12/31/9999	ZC	Salary Adjustment (NC)	22	Legislative Increase	
01/01/2008	06/30/2008	Z0	New Hire (NC)	01	New Hire	

- Answers the following questions:
 - Who is the employee?
 - Were there PA changes?
 - What actions were processed on the employee's record?
 - What are the dates of those actions?
 - What is going on with the employee?
 - Have all the hours in the month been accounted for?
- Employment Status
 - 3 Active
 - I Inactive (includes separated LEOs who have pay continuation)
 - 0 Retiree or Withdrawn (will not get picked up in payroll runs)
- If on LOA, the employee is still active, but does not receive his or her base pay automatically. The employee must use available quotas to record absences to get paid.
- If there are 160 hours in a month, all 160 hours must have an A/A type recorded to receive base pay.
- Action infotype showing a promotion:

Start Date	End Date	Act.	Action Type	ActR	Reason for action
07/01/2008	12/31/9999	ZC	Salary Adjustment (NC)	22	Legislative Increase
05/19/2008	06/30/2008	Z1	Promotion (NC)	01	Promotion
03/01/2008	05/18/2008	ZY	POSITION ASSIG-Active	01	POSITION ASSIGNMENT-Active
03/13/2006	02/29/2008	ZZ	CONVERSION-Active	01	CONVERSION-Active

IT0001 – Org Assignment

- Answers the following questions:
 - Is the employee paid monthly or bi-weekly?
 - What is their personnel subarea?
 - What is their position? (watch dates or position settings)
 - What is the Employee Group? – (SPA, EPA, Judicial branch, etc.)
 - What is the Employee Subgroup? (Subject or Not-subject to FLSA, Part time, Full time, Time limited, Probationary, etc.)
- Personnel Area - represents an agency or major divisions of an agency
- Personnel Subarea – represents a grouping of time management rules, including those indicating:
 - Holiday calendar assignment
 - A/A Type grouping
 - Working period
 - Special rules
 - Payroll area – Biweekly vs Monthly payroll cycle
 - If on LOA, an employee's work schedule must change to 5x8 rule. (This will limit the hours to 8-hr days.) The Work Schedule Rule can be changed on IT0001 or using a substitution on IT2003 (which is done as part of the LOA action).
- If the employee is on LOA, they must also be on Positive Time Entry.

IT0007 – Planned Working Time

- Answers the following questions:
 - What is the employee's work schedule rule?
 - What is the employee's Time Mgmt Status? (Positive or Negative time recording)
 - What is the employee's Working period? (7 days, 14 days, 28 days, 2080 hours)
 - What are the rules for determining overtime/comp time?
 - What are the expected weekly working hours

- Used to manually pay out leave balances when an employee goes on LOA or separates.
- The following subtypes are used for this infotype (entered in the **Comp. Method** field):
 - Z001- Vacation Payout
 - Z002 – Bonus Payout
 - Z003 – Comp Time Payout
 - Z004 – Holiday Comp Payout
- **No. to compensate** field - the number of hours to be paid out. The lower portion of the screen shows the remaining quota balances for the employee as a reference.

[illegible]

- Created automatically when an approved time sheet record is transferred from CATS to HR.
- Can also be created manually when an EE is goes on LOA and wants to use quota balances to get paid for some or part of their time off.

- Substitutes schedules so employee can
 - Enter time for work on scheduled days off and get premium for applicable shifts.
 - Have a Monday through Friday, 5x8 work week when on LOA
 - Can be created through MSS, unless employee is going on LOA. Then, substitution must be created during LOA action.
- Subtypes (entered in the **Subst. type** field):
 - 01 - Employee Substitution
 - 02 - Shift Substitution
 - 03 - Short Term Disability


Time Transfer Specifications (IT 2012)

- Used to influence pay, based on rules set up for time and positions.
- Subtypes created manually (entered in the ***Time transfer type*** field):
 - **Z004** Set Actual Behavior
 - **Z005** PERT Eligibility & Rate
 - **Z006** Holiday Ineligibility
 - **Z007** Baylor Plan – Reg (Beg)
 - **Z008** Incentive pay – RN (Beg)
 - **Z009** First 10 Hrs Comp
 - **Z019** Incentive Pay – LPN (Beg)
 - **ZZ07** Baylor Plan – Reg (End)
 - **ZZ08** Incentive Pay – RN (End)
 - **ZZ19** Incentive Pay – LPN (End)

=====

INFOTYPE 0000 – ACTIONS

Overview Actions (0000)




Pers.No.

Name

EEGroup SPA Employees PersA Cultural Resources

EESubgroup FT N-FLSAOT Perm

 Choose to

	Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...
	07/01/2008	12/31/9999	ZC	Salary Adjustment (NC)	22	Legislative Increase	
	01/01/2008	06/30/2008	Z0	New Hire (NC)	01	New Hire	

- Use PA20 to view IT0000 Actions as a first step for investigating questions.
- It can answer these questions:
 - Who is the employee?
 - Were there PA changes?
 - What actions were processed on the employee's record?
 - What are the dates of those actions?

INFOTYPE 0001 – ORGANIZATION ASSIGNMENT

Display Organizational Assignment (0001)

Org Structure			
Personnel No	80000069	Name	George Crumley01
EEGroup	A SPA Employees	PersA	4601 Cultural Resources
EESubgroup	A1 FT N-FLSAOT Perm	Statu	Active
Start	07/01/2008	to	12/31/9999
Chng	08/06/2008	ZWFINOMPA191	

Enterprise structure			
CoCode	NC01	STATE OF NC	
Pers.area	4601	Cultural Resources	Subarea NC01 7day Norm
Cost Ctr	4699999999	CULTURE RESOURC	Bus. Area 4600 Cultural Resources
		Fund	4699999999 CULTURE- SUSPEN
Func. Area	G0000000000000001		

Personnel structure			
EE group	A SPA Employees	Payr.area	01 NC Monthly
EE subgroup	A1 FT N-FLSAOT Perm	Contract	

Organizational plan			
Percentage	100.00		
Position	65002057	800904000188	
		Civil War Roster Branch	
Job key	30001520	His Pub Ed	
		Historic Publications Editc	
Org. Unit	20010141	48020202055	
		CR CDS A&H HIS RES H	
Org.key	46014699999999		

- Use PA20 to view IT0001 Organizational Assignment to investigate information about how the employee fits into the organization and the personnel structure of his or her position. This data is very important for the authorization and control of Payroll.
- It can answer these questions:
 - Is the employee paid monthly or bi-weekly?
 - What is their personnel subarea?
 - What is their position? (watch dates or position settings)
 - What is the Employee Group? (SPA, EPA, Judicial branch, etc.)
 - What is the Employee Subgroup? (Subject or Not-subject to FLSA, Part time, Full time, Time limited, Probationary, etc.)

- **Employment Status**
 - **3 - Active**
 - **I - Inactive** (includes separated LEOs who have pay continuation)
 - **0 - Retiree or Withdrawn** (will not get picked up in payroll runs)
- **Position**
 - Shows the position number of the employee's current assignment. If it is
 - **99999999**, this employee is not assigned to a position
 - **Blank**, there is something wrong with the data
 - Position settings determine if an employee is eligible for overtime pay and shift premiums. You can highlight and copy this number to use in P013D if you need to investigate these settings.
- **Contract field** – If used, it affects benefits deductions and tax settings for certain employees.
- **The Employee Subgroup on Position must match Employee Subgroup on Employee record.** If it does not match, there may be an issue.

INFOTYPE 0007 – PLANNED WORKING TIME

Personnel No:	80000440		Name	Tomeka Avans11	
EEGroup	A	SPA Employees	PersA	4601	Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Start	04/01/2008	To	12/31/9999	Chg.	06/24/2008 90000044

Work schedule rule	
Work schedule rule	D01N08GN MTWHF-8,SaS-O
Time Mgmt status	9 - Negative Time Recording
Working week	Wk - Sun (mdnt) - Sat
<input type="checkbox"/> Part-time employee	

Working time	
Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	0.00

- Use PA20 to view IT0007 Planned Working Time to investigate when an employee is scheduled to work and how the employee's time data is to be processed. An IT0007 record is required for all employees.
- It can answer these questions:
 - What is the employee's work schedule rule?
 - What is the employee's Time Mgmt Status? (Positive or Negative time recording)
 - What is the employee's Working period? (7 days, 14 days, 28 days, 2080 hours)
 - What are the rules for determining overtime/comp time?
 - What are the expected weekly working hours
- The Work Schedule Rule in this infotype specifies
 - An employee's planned working time.
 - Time provisions for part-time employees
 - If you do not have separate work schedules for part-time employees, the employment percentage may be reduced to map the part-time provision.
- Agencies update this infotype according to their policies.
- Important fields on this Infotype (used by Time Management):
 - **Work Schedule Rule**
 - Foundation on which an employee's time is processed in BEACON SAP. Each employee is assigned a WSR that best represents his or her work pattern.

- Combines an assigned holiday calendar (the main State holiday calendar or an alternate calendar approved by OSP) with a repeatable pattern of work representing an employee's scheduled work days as well as scheduled non-work days.
 - Can represent work patterns repeated over a single or multiple weeks and may include day, evening and night shift designations that trigger premium payments (if applicable) at rates designated on the employee's position.
 - Does not limit the number of hours an employee may record on any given day (an employee can work longer than scheduled on any given day)
 - Only allows leave to be taken on scheduled work days in amounts equal to or less than the scheduled work hours for the day. (You cannot use time off on days you are not scheduled.)
- ***Time Management Status***
 - 1 = positive time; 9 = negative time (affects IT0315 through feature TMSTA)
 - Positive Time – Employee records all time worked and all leave taken
 - Negative Time – Employee records only exceptions (Leave and working on holiday). This employee must be exempt (not subject to FLSA)

INFOTYPE 0008 – BASIC PAY INFOTYPE

Display Basic Pay (0008)

Salary amount Payments and deductions

Personnel No 80000069 Name George Crumley01

EEGroup A SPA Employees PersA 4601 Cultural Resources

EESubgroup A1 FT N-FLSAOT Perm Statu Active

Start 07/01/2008 to 12/31/9999 Chng 08/06/2008 ZWFINOMPA191

Subtype 0 Basic contract

Salary

Reason 01 Graded Capacity Util. Level 100.00

PS type 01 Work hours/period 173.33 Monthly

PS Area 01 Annual Salaries Next increase

PS group GR72 Level GR Annual salary 41,254.00 USD

Wag	Wage Type Long Text	O	Amount	Curre	In	A	Number/Unit	Unit
1000	Regular Salary		3,437.83	USD			0.00	

IV 08/18/2008 12/31/9999 3,437.83 USD

Results of Salary amount button

Salary per Period (in USD)

Annual salary	41,254.00
Salary/monthly	3,437.83
Semi-monthly salary	1,718.92
Salary/every 14 days	1,586.69
Wage/weekly	793.35
Salary/hourly	19.83

- Use PA20 and IT 0008 Basic Pay to investigate information on salary and hourly wages. The Overview button allows you to see a history of salary actions for this employee. The Detail button allows you to view individual records.
- It can answer these questions:
 - What are the annual and hourly salary amounts for this employee? **Note:** Hourly amounts are calculated differently for DOT employees and will not show accurately on this infotype. To calculate hourly rates for DOT employees, take the annual amount and divide by 2,088.
 - What are the payments and deductions for this employee? (using the Payments and deductions button)
 - What are the numbers of work hours per period?
 - What are the start and end dates of this salary? (Check to see if adjustments exist during the pay period)

- The illustration below shows a IT0008 with a change in basic pay

	STy	Start Date	End Date	Ty.	PSA	PS group	Lv	Amount	Curre...	Annual salary	Curre...
	0	07/01/2008	12/31/9999	01	01	GR70	GR	3,530.42	USD	42,365.00	USD
	0	05/19/2008	06/30/2008	01	01	GR70	GR	3,435.92	USD	41,231.00	USD
	0	03/01/2008	05/18/2008	01	01	GR66	GR	2,641.33	USD	31,896.00	USD

INFOTYPE 2001 – ABSENCES



Overview Absences (2001)

Choose

Personnel No: 80001163 Name: Marsha Sanders01

EE group: A SPA Employees Personnel ar: 2001 Health Human Services

WVS rule: D01N08GN MTWHF-8,SaS-O Status: Active

 Choose: 01/01/1800  To: 12/31/9999 STy:

Absences

	Start Date	End Date	Abs...	Att./abs. type text	From	To	P	Abs.days
	05/08/2008	05/08/2008	9200	Sick Leave				1.00
	05/07/2008	05/07/2008	9200	Sick Leave				1.00
	05/06/2008	05/06/2008	9000	Approved Leave				1.00
	05/05/2008	05/05/2008	9000	Approved Leave				1.00

- Use PA20 and infotype 2001 to view absence information.
- It can answer these questions:
 - Is the employee on LOA and using leave? What type of leave?
 - What types of absences are on the employee's record?
- Absence records are created
 - Automatically when an approved time sheet record is transferred from CATS to HR.
 - Manually when an EE is goes on LOA and wants to use quota balances to get paid for some or part of their time off.
- Leave of Absence may affect time entries and pay. To get a complete picture you may need to check:
 - IT 2003 Substitutions – If on LOA, the employee should be on substitution.
 - IT 0000 Actions - Separation or Separation Pay Continuation may impact time entries.
 - IT 0416 Compensation – Used to manually payout balances. If there were payouts, the date must be 1 day before the date of the action for the employee to receive their pay.
- Use PA30 or workflow to create absence information:
 - Normal use – Enter the date range over which absences are to be created. The system will populate the hours based on the EE's work schedule.
 - Alternate use – Enter a number of hours for a single date. This must be less than the scheduled hours for that date.

- The following subtypes are used for this infotype (entered in the **Absence Type** field):

- | | |
|--------------------------------|--------------------------------|
| ○ 9000 Approved Leave | ○ 9517 On-Call |
| ○ 9200 Sick Leave | ○ 9540 Administrative Leave |
| ○ 9300 Holiday Leave | ○ 9545 Adverse Weather |
| ○ 9400 Leave without Pay | ○ 9550 Civil Leave – Jury Duty |
| ○ 9500 Time Worked | ○ 9560 Community Service Leave |
| ○ 9510 Additional Time Worked | ○ 9565 Community Serv Tutoring |
| ○ 9511 Remote Call Back | ○ 9570 Education Leave |
| ○ 9512 Adverse Weather Make-up | ○ 9620 Military Training Leave |
| ○ 9514 Emergency Closing | ○ 9630 Military Active Duty |
| ○ 9515 Travel Time 1X | ○ 9680 Worker's Comp Leave |
| ○ 9516 Callback | ○ 9685 Injury Leave |

INFOTYPE 2003 – SUBSTITUTUTIONS

List Substitutions (2003)

Personnel No 80001163 Name Marsha Sanders01
 EE group A SPA Employees Personnel ar 2001 Health Human Services
 WVS rule D01N08GN MTWHF-8,SaS-O Status Active
 Choose 07/01/2008 To 09/30/2008 STy .

Start Date	End Date	ST	From	To	P	Hours	Brk	Start	End	Paid	Unpaid	Star
08/19/2008	08/21/2008	02				0.00				0.00	0.00	

Create Substitutions (2003)

Personal work schedule Activity allocation Cost assignment External services

Personnel No 93000506 Name Harriet INT4-1601-NC01-A-Y1-1
 EE group A SPA Employees Personnel ar 1601 Environment Natural Resources
 WVS rule N01N08GN MTWHF-8, SaS-O Status Active
 From 06/12/2007 To 06/12/2007

Subst type 01 Employee Substitution

Work schedule rule

Personnel number

Find by
 Person
 Collective search help
 Search Term
 Free search

Personnel No 93000506 Name Harriet INT4-1601-NC01-A-Y1-1
 EE group A SPA Employees Personnel ar 1601 Environment Natural Resources
 WVS rule N01N08GN MTWHF-8, SaS-O Status Active
 From 06/12/2007 To 06/12/2007

Subst type 02 Shift substitution

Create Substitutions (2003)

Personal work schedule Activity allocation Cost assignment External services

Personnel No 93000506 Name Harriet INT4-1601-NC01-A-Y1-1
 EE group A SPA Employees Personnel ar 1601 Environment Natural Resources
 WVS rule N01N08GN MTWHF-8, SaS-O Status Active
 From 06/12/2007 To 06/12/2007

Subst type 03 Short Term Disability

Daily work schedule

Daily work schedule

Find by
 Person
 Collective search help
 Search Term
 Free search

Personnel No 93000506 Name Harriet INT4-1601-NC01-A-Y1-1
 EE group A SPA Employees Personnel ar 1601 Environment Natural Resources
 WVS rule N01N08GN MTWHF-8, SaS-O Status Active
 From 06/12/2007 To 06/12/2007

- Use PA20 and infotype 2003 Substitutions to investigate schedule substitution information.
- Use PA30 and infotype 2003 Substitutions or MSS to create schedule substitution.

- It can answer these questions:
 - Do substitutions exist for this employee?
 - What types of substitutions are on the employee's record?
 - Was the substitution properly done for an employee on LOA? (should be on a workweek starting with Sunday, 5x8 schedule)
 - Was the substitution properly done for an employee working on normal day off or a different shift than usual?
 - What is the reason (subtype) for the substitution? Subtypes are
 - Employee Substitution
 - Shift substitution
 - Short Term Disability
- Use substitutions when employees
 - Need to work on a scheduled day off and need to get shift premiums for the hours.
 - Will work a shift other than their normal one.
- Missing or incorrectly done substitutions will affect shift premium pay

INFOTYPE 2012 – TIME TRANSFER SPECIFICATIONS

Create Time Transfer Specifications (2012)

Personal work schedule | Activity allocation | Cost assignment | External services

Find by: Person

Personnel No: 93000506 | Name: Harriet INT4-1601-NC01-A-Y1-1

EE group: A | SPA Employees | Personnel ar: 1601 | Environment: Natural Resources

WVS rule: N01N086N | MTWHF-8, SaS-O | Status: Active

Start: 06/12/2007 | To: 06/12/2007

Time transfer specification

Time transfer type: 2004 | Set Actual Pay Behavior

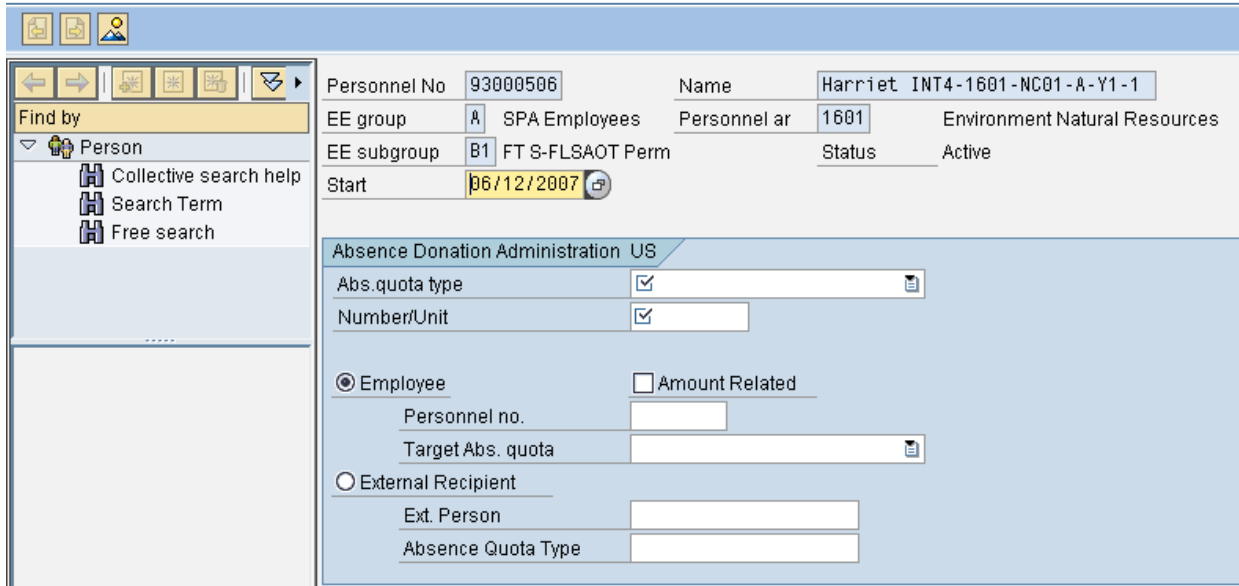
Number of hours: | Hours

- Use PA20 and Infotype 2012 Time Transfer Specifications to investigate pay questions that may be related to how the system manages an employee's time.
- Use PA30 and Infotype 2012 to create records for time management for specific employees for certain time periods.
- The following subtypes are available for 2012:
 - **Z004 Set Actual Pay Behavior** - Applicable for "positive time/exception pay" employees. This subtype record will cause the generation of "leave without pay" wage types to fill the difference between reported hours and planned hours. This causes the employee to be treated as a "positive time/actual pay" employee.
 - **Z005 PERT Eligibility and Rate** - Applicable for DOC employees eligible for PERT (Prison Emergency Response Team) premiums.
 - **Z006 Holiday Ineligibility** - This subtype record will cause the suppression of Holiday Premium Pay during the validity period specified.
 - **Z007 Baylor Plan - Reg (Beg)**
 - **ZZ07 Baylor Plan - Reg (End)** - Sets up dates for the beginning and end dates for RNs working under a regular Baylor Plan contract.
 - **Z008 Incentive Pay - RN (Beg)**
 - **ZZ08 Incentive Pay - RN (End)** - Sets up dates for the beginning and end dates for RNs working under an Incentive Pay contract.
 - **Z019 Incentive Pay - LPN (Beg)**
 - **ZZ19 Incentive Pay - LPN (End)** - Sets up dates for the beginning and end dates for LPNs working under an Incentive Pay contract
 - **Z009 First 10 hrs Comp** - Sets up time specifications for subject employees who have an Overtime Eligibility (IT9005) record that does not indicate "pay immediately". This subtype record will cause the additional hours worked beyond 50 in a week to be "paid immediately". The first 10 hours of additional time worked will be compensated with Compensatory Time at the appropriate rate.

INFOTYPE 0613 – ABSENCE DONATION ADMINISTRATION

The Absence Donation Administration infotype (IT0613) is used with the administration of Voluntary Shared Leave.

Create Absence Donation Administration US(0613)



The screenshot shows the SAP 'Create Absence Donation Administration US(0613)' form. On the left is a navigation pane with 'Find by' options: Person, Collective search help, Search Term, and Free search. The main form area contains the following fields:

Personnel No	93000506	Name	Harriet INT4-1601-NC01-A-Y1-1
EE group	A SPA Employees	Personnel ar	1601 Environment Natural Resources
EE subgroup	B1 FT S-FLSAOT Perm	Status	Active
Start	06/12/2007		

Below these fields is the 'Absence Donation Administration US' section, which includes:

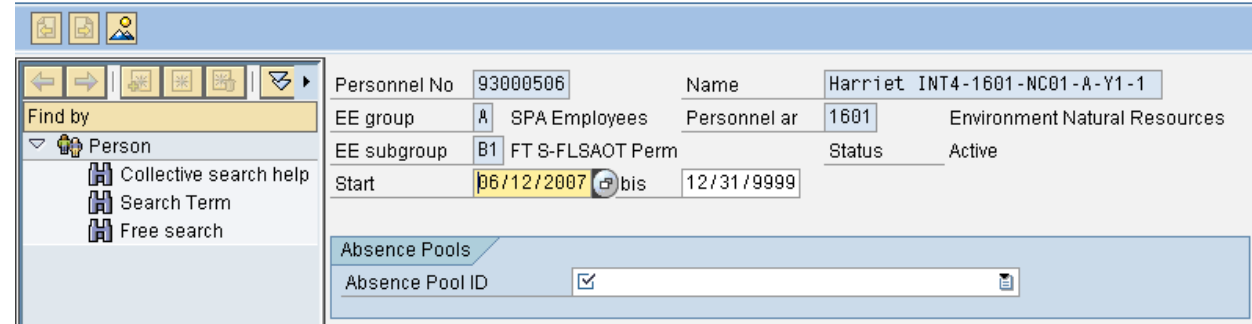
- ☒ Abs.quota type
- ☒ Number/Unit
- ☒ Employee
 - Personnel no.
 - Target Abs. quota
- ☐ External Recipient
 - Ext. Person
 - Absence Quota Type
- ☐ Amount Related

- Subtypes:
 - 0001 Donation
 - 0002 Withdrawal
 - 0003 Return

INFOTYPE 0696 – ABSENCE POOLS

The Absence Pools infotype (IT0696) is used with the administration of Voluntary Shared Leave.

Create Absence Pools (0696)




Personnel No	93000506	Name	Harriet INT4-1601-NC01-A-Y1-1	
EE group	A SPA Employees	Personnel ar	1601	Environment Natural Resources
EE subgroup	B1 FT S-FLSAOT Perm	Status	Active	
Start	06/12/2007	bis	12/31/9999	

Absence Pools

Absence Pool ID ☐

- **Subtypes:**
 - F - Foreign Pool
 - H - Home Pool


INFOTYPE 9005 – OVERTIME COMPENSATION

Position	Housekeeper	Zoo Housekeeper
Planning Status	Active	
Validity	01/01/1900 to 12/31/9999	 Display change info

Overtime Compensation	
OT Compensation Eligible	<input checked="" type="checkbox"/>
Immediate Payout	<input type="checkbox"/> OR Comp Aging Limit
	30 Days
Record 1 of 1	


- Use PO13D and Infotype 9005 Overtime Compensation to investigate whether a certain position is eligible for overtime. Note that this is by position and not by employee.
- It can answer these questions:
 - Is the position overtime eligible? If the position is not eligible, an employee in the position will not receive overtime pay.
 - What are the payout considerations for comp time and for holidays not taken?
- An IT9005 record is needed if
 - Time worked beyond the overtime limit (40 hours, etc) is to be paid or accumulated as compensatory time.
 - Overtime compensatory time is to be paid out (FLSA Subject only) or expired (FLSA Not-subject only) at a point earlier than 12 months from when it was earned.
 - In this case, the **Comp Aging Limit** field should be populated with the corresponding number of days (30 days, 60 days, etc).
 - If it is to be paid out immediately, the Immediate Payout checkbox should be checked. The default is 365 days.
- An IT9005 record is not needed if the position is not eligible for overtime pay or compensation.

INFOTYPE 9006 – HOLIDAY PAYOUT

Position	Housekeeper	Zoo Housekeeper
Planning Status	Active	
Validity	01/01/1900 to 12/31/9999	 Display change infor
Holiday Payout Period		
Immediate Payout	<input type="checkbox"/>	OR Comp Aging Limit <input type="text"/> Days
Record 1 of 1		

- Use P013D and Infotype 9006 Holiday Payout to investigate whether a certain position is eligible for holiday payout. Note that this is by position and not by employee.
- An IT9006 record is needed if
 - Holiday compensatory time (equal time off for time worked on a holiday) is to be paid out at a point earlier than 12 months from when it was earned. If so, the Comp Aging Limit field should be populated with the corresponding number of days (30 days, 60 days, etc).
 - Holiday compensatory time is to be paid out immediately. In this case, the Immediate Payout checkbox should be checked.
- The default payout value is 365 days. If no record exists, the default value of 365 applies.

INFOTYPE 9007 – NIGHT SHIFT PREMIUM


Position	Housekeeper	Zoo Housekeeper
Planning Status	Active	
Validity	01/01/1990 to 12/31/9999	 Display change infor

Night Shift Premium	
Night Shift Prem Elig	<input checked="" type="checkbox"/>
Night Shift Prem Rate	10 %

Record 1 of 1

- Use PO13D and Infotype 9007 Night Shift Premium to investigate whether a certain position is eligible for night shift premium. Note that this is by position and not by employee.
- An IT9007 record is needed if
 - The position is eligible for Night Shift Premium
- OSP approved rates other than the default of 10% must be entered in the rate field.

INFOTYPE 9008 – EVENING SHIFT PREMIUM


Position	Housekeeper	Zoo Housekeeper
Planning Status	Active	
Validity	01/01/1990 to 12/31/9999	 Display change infor

Evening Shift Premium	
Evening Shift Prem Elig	<input checked="" type="checkbox"/>
Evening Shift Prem Rate	10 %

Record 1 of 1

- Use PO13D and Infotype 9008 Evening Shift Premium to investigate whether a certain position is eligible for evening shift premium. Note that this is by position and not by employee.
- An IT9008 record is needed if
 - The position is eligible for Evening Shift Premium
- OSP approved rates other than the default of 10% must be entered in the rate field.

INFOTYPE 9009 – WEEKEND SHIFT PREMIUM


Position	Housekeeper	Zoo Housekeeper
Planning Status	Active	
Validity	01/01/1900 to 12/31/9999	 Display change info

Weekend Shift Premium	
Weekend Shift Prem Elig	<input checked="" type="checkbox"/>
Weekend Shift Prem Rate	10 %

Record 1 of 1


- Use P013D and Infotype 9009 Weekend Shift Premium to investigate whether a certain position is eligible for weekend shift premium. Note that this is by position and not by employee.
- An IT9009 record is needed if
 - The position is eligible for Weekend Shift Premium
- OSP approved rates other than the default of 10% must be entered in the rate field.

INFOTYPE 9010 – HOLIDAY PREMIUM RATE

Position	Housekeeper	Zoo Housekeeper
Planning Status	Active	
Validity	01/01/1900 to	12/31/9999
 Display change infor		
Holiday Premium Rate		
Holiday Premium Rate <input type="text"/> %		
Record 1 of 1		

- Use P013D and Infotype 9010 Holiday Premium Rate to investigate whether a certain position has a holiday premium rate of other than 50%. Note that this is by position and not by employee.
- An IT9010 record is needed only if the Holiday Premium Rate is different than 50%.

INFOTYPE 9011 – ON-CALL

Position	Housekeeper	Zoo Housekeeper
Planning Status	Active	
Validity	01/01/1900 to 12/31/9999	 Display change infor

On-Call	
On-Call Eligibility	<input checked="" type="checkbox"/>
On-Call Rate	\$ 1.00
On-Call Comp Accrued	<input checked="" type="checkbox"/>

Record 1 of 1

- Use PO13D and Infotype 9011 On-Call to investigate whether a certain position is eligible for on-call comp time. Note that this is by position and not by employee.
- An IT9011 record is needed if
 - The position is eligible for On-call comp time.
- Check the **On-Call Comp Accrued** box if the time is to be collected as On-Call comp time.
- Enter the OSP approved on-call rate in the **On-Call Rate** field.

INFOTYPE 9016 – EXTENDED DUTY

Time worked 9500 is appropriate for all time worked with the exception of Extended Duty. Only physicians and physician assistants that are eligible for "Extended Duty" should use A/A Type 9510. Extended Duty is not OT. It is payment for additional hours worked at a rate that is stored with the position. Unless you are eligible, you should not use 9510. Unless the position is marked as eligible, the extended duty payout for hours over 40 will not be processed.

Note: as of 8/27/08, the process for paying out extended duty hours over 40 does not work automatically in the system. This is being processed manually each payroll period by the payroll team. It is being corrected in the system as soon as possible. At the moment all hours over 40 are going into the individual's Comp Time bucket instead of being paid out automatically. There is no impact to the individual's pay, since the payroll team is manually making the adjustment.

PO13D - DISPLAY POSITION

Plan version	Current plan	
Position	65002057	Civil War Roster Branch Supervisor
Abbr.	800904000188	

Active	Planned	Submitted	Approved	Rejected
--------	---------	-----------	----------	----------

Infotype Name	E	
Overtime Compensation	✓	
Holiday Payout Period	✓	
Night Shift Premium		
Evening Shift Premium		
Weekend Shift Premium		
Holiday Premium Rate	✓	
On-Call		
Callback		
Time Off Balancing		
Charge Object Assignment		

Time period	
<input type="radio"/> Period From 01/01/1800 to 12/31/9999	
<input type="radio"/> Today	
<input checked="" type="radio"/> All	
<input type="radio"/> From curr.date	
<input type="radio"/> To current date	
<input type="radio"/> Current week	
<input type="radio"/> Current month	
<input type="radio"/> Last week	
<input type="radio"/> Last month	
<input type="radio"/> Current Year	
<input type="button" value="Select"/>	

- Use PO13D to investigate questions about premium pay. It works similar to PA20, but does not have a way to enter the infotype number directly. You need to scroll down to find the infotype to view.
- It can answer these questions:
 - Is the position is set up to be premium-pay eligible? If not, the system will not process shift or holiday premiums for an employee.
 - What is the payout period for holidays not taken?
 - Is the position set up for on-call or callback pay?
 - Does the Employee Subgroup on the Position match Employee Subgroup on Employee record? If it does not match, there may be an issue.
- Premium codes – These are set up and saved by the agency with the position. If the infotypes are not saved, the position is not marked as eligible.
 - Overtime Compensation
 - Holiday Payout Period
 - Night Shift Premium
 - Evening Shift Premium
 - Weekend Shift Premium
 - Holiday Premium Rate
 - On-Call
 - Callback

- If a change that affects a prior payroll is made after the payroll was processed, the agency must notify BEST Payroll to run a retro payroll (retro processing) for this person, so he or she will receive the benefit of the change.
- Agencies must make policy decisions regarding:
 - Immediate payout or after 365 days
 - Holiday or Comp Time payout.

TIME ENTRY

Time Recording with ESS/MSS:

- Employees enter their time in ESS.
- Employees release their time in ESS.
- Managers approve the time in MSS.
- Released and approved time goes through Time Evaluation overnight.
- If an Employee has entered and released his or her time, and the Manager has not approved the time through MSS, a time approver can approve the time using CATS_APPR_LITE. If the time is not approved by the payroll cutoff date, the time will not be counted in the current payroll period. It will be picked up for the next payroll period.

Time Recording without ESS/MSS:

- Employees complete and sign a timesheet.
- Managers approve and sign the timesheet.
- Time administrators enter time using CAT2.
 - Time administrators should use a data entry profile that has an “L” in it, such as NORML-SU. When they save the time records, they are entered, released and approved with one step.
- If a time administrator enters time using A/A codes 9500 or 9510, the system calculates these together and counts all of the time entered as 9500.
 - 9510 attendance type is reserved for those eligible for Extended Duty, but this calculation does not currently work in the system. The calculation for Extended Duty is being processed manually by BEST payroll for now.
 - If someone entered hours on 9510 incorrectly, they have the option to change the hours to 9500, or to leave them and not use the code in the future, since the system will calculate 9510 as 9500 now.
- If a person has not entered their time by the payroll cutoff date, and is NOT DOT, a Temporary or on LOA, they will receive their base pay anyway, but will not receive any overtime or premium pay until the next pay cycle.
- If a person has not entered their time by the payroll cutoff date, and they ARE DOT, a Temporary, or on LOA, they will not receive any pay, or they will only receive pay based on any hours that have been entered.
- If nightly Time Evaluation encounters a personnel record with an error or ineligible data, or if the record is locked, Time Evaluation will skip this personnel number and not update that record's time.

Scenarios:

- “I entered my hours for overtime, but I did not receive OT pay.”
 - Is this employee’s position eligible for overtime? (See [Infotype 9005 – Overtime Compensation](#) and [PO13D - Display Position](#) for more information)
 - Was all the time in the system before the cutoff? Any entry and changes to existing entries to time will be picked up if entered, released, saved, and evaluated before the payroll cutoff date. Anything entered, changed, released or approved after the cutoff date will be picked up in the next payroll run. (See [CATS DA – Display Time Entered](#) for information on when time was entered and approved.)
 - Was any time offset? The system offsets time off with extra hours worked in the same OT evaluation period. All time except Holiday, Civil Leave, and Other Manager’s Approved Leave is offset by extra hours.
 - On what cycle do we figure overtime for this employee? For 7 day cycles, overtime calculations begin after 40 hours of work (not including leave) have been entered. For 28 day cycles, overtime calculations begin after 160 hours of work (not including leave) have been entered.
 - On what day does the work week begin? If it begins on a Wednesday, the 7 day cycle, or 40 hours, goes from Wednesday to Tuesday, instead of Sunday through Saturday, regardless of how we enter the time into the system.





CATS_DA – DISPLAY TIME ENTERED

CATS_DA







- Use CATS_DA to see when time was entered, when it was approved, and if time was entered and has not been approved.
- If time is not approved by the payroll cutoff date, it will not make the payroll calculation until the next payroll period.
- “I was not paid for all OT hours.” – Check the time/date stamp on each entry. Even if the time was entered, if the manager did not approve it until after the payroll cutoff date, the hours are not be calculated until the next payroll cycle. (See [Time Entry](#) for a list of items that may affect whether OT is paid.)
- Time entered in ESS
 - Does not show in CATS_DA unless it has been released
- Show as yellow if released and not approved. In this case, the manager can approve with MSS or the Time Approver can use CATS_APPR_LITE to approve (requires specific security role)
- IT2001 time entered during a Leave of Absence does not show up on the CATS_DA report. LOA means the person is in an inactive state. (See [Infotype 2001 – Absences](#))
 - Active employee – Time Administrator responsible, Time maintains hours
 - Inactive employee – HR Admin responsible, PA30/FMLA maintains hours

BEACON started with time as entered as of

- 12/17/07 for Group 1
- 4/1/08 for Group 2

Empl./appl.name	Pers.No.	Date	Status	F/S	MU	A/AType
George Crumley01	80000069	05/02/2008			H	9500
		05/01/2008			H	9500

- Time Evaluation runs nightly. If it hits any personnel record with an error or ineligible data, or if the record is locked, Time Evaluation will skip this personnel number and not update that record's time. Once corrected, the records have to run through Time Evaluation again that night. Results are not available until the next day.
- Check to see if there any red flags for that period (in the F/S Correction Indicator field)

Name	Pers.No.	Date	Status	F/S	Number	MU
Rita Henry04	80000453	07/31/2008			10	H
		07/30/2008			10	H
		07/29/2008			10	H
		07/28/2008			10	H
		07/24/2008			10	H
		07/23/2008			10	H

Status icons:

- Green with white checkmark - Approved
- Yellow - Time is released by employee, but not approved by manager or time approver
- Red - Record locked (time evaluation was running or payroll was running)

Attendance/Absence Types:

- 9400 (Leave without Pay) - only code that will reduce a regular salary
- See Absence/Attendance Types job aid

http://help.mybeacon.nc.gov/beaconhelp/Human_Resources/Time/Job_%20Aids/pdf_Absence_Attendance_Types_Defined.pdf

LEAVE OFFSETTING EXAMPLE

Entries made for Leave in excess of the minimum required work hours for the overtime period will automatically be restored to the employee's leave quota.

For more information about the offsetting policy consult the OSP Leave policies:

<http://www.osp.state.nc.us/manuals/manualindex.htm>

Quotas with established limits will be offset, except for holiday (9300), civil (9550), other management approved (9540) and injury (9685) leave.

Leave Offsetting Example

- Expected 10 hours a day, 40 hours a week.
- Monday = 15 hours worked
- Tuesday = 15 hours worked
- Wednesday = 10 hours sick
- Thursday = 10 hours worked
- The system will take the 10 hours of overtime from Monday and Tuesday and offset the 10 hours of Sick on Wednesday. No comp time is earned, and no sick time is used.
- Quotas are used in the order of the bucket hierarchies, but given back for offsetting in chronological order – in the order they were taken, NOT in the hierarchy order.
- These types of time are not offset:
 - Holiday
 - Civil Leave
 - Other Manager's Approved Leave
- If you are not at work, you do not have to record the hours, if you know they will be offset with other overtime hours. In this example, you already worked 10 hours overtime by Wednesday, so you don't need to enter 10 hours of sick time, because the system will offset that anyway. It is up to you and your team.
- If you are at work, you should record all hours exactly.

For a Negative Time Entry person, if their timesheet looked like:

	Monday 8/18/08	Tuesday 8/19/08	Wednesday 8/20/08	Thursday 8/21/08	Friday 8/22/08
Expected work hours	8	8	8	8	8
9500 (work)	2		2		
9200 (sick)		8			

- They worked 4 hours of overtime and took 8 hours of sick, but due to leave offsetting:
 - 8/19/08 <8> sick
 - 8/23/08 4 OT (this is the end of the work week)
- On PT50 their accrual would look like:
 - 8/19/08 entitled = 8, deduced = 8, remaining = 0
 - 8/23/08 entitled = 12, deduced = 8, remaining = 4

On pay statement, their accrual would look like:

- Regular pay \$2,000 (regular pay does not display the hours)
- Sick pay = 4 \$500
- ** Regular pay = \$2500 (should match IT0008)

USING PREMIUM CODES

- The Position must have the flag to be eligible for any of the shift premium settings to receive the premium. If a person uses a premium code on their time sheet and their position does not have the flag set for that premium code, the system will ignore the premium code. (See [Infotype 9007 – Night Shift Premium](#), [Infotype 9008 – Evening Shift Premium](#), and [Infotype 9009 – Weekend Shift Premium](#) for more information on the settings.)
- If a person is on a Day schedule, and eligible for Night Shift Premium, if they use the Night Premium code on their timesheet they will receive the premium for Night Shift. The system does not know the exact time any hour was worked, we rely on the employee and the manager to enter the time with the codes as needed.
- If a person is on an Evening schedule, and their position is eligible for Evening Shift Premium, and their normal work hours do receive the premium, if they work on a non-scheduled work day (such as a Saturday, or a Wednesday if they are not normally scheduled to work on a Wednesday), they must use a premium code to mark those hours as Evening Shift Premium. All hours worked on non-scheduled work days are assumed by the system to be non-premium the codes are entered.
- If a person is on an Evening schedule, all hours they enter on their time sheet will be calculated with the Evening Shift Premium. If they actually worked 4 hours Evening and 4 hours Night, they must use the Night Shift Premium code for the 4 hours to receive Night Shift Premium.
- If the position is eligible for both Evening and Night Shift Premium, the person must enter the Premium code for each type, otherwise the system does not know which to assign the hours to.
- If the person is on a Flex work schedule, the person must use Evening and Night Shift Premium codes.
- In some cases, a person normally scheduled for Evening or Night works a shift that has no premium. In that case, they can use the 03 premium code to stop the premium for those hours.
- Codes are:
 - 01 = Night Shift Premium Code
 - 02 = Evening Shift Premium Code
 - 03 = Stop Shift Premium Code

SHIFT PAY EXAMPLES

- If a person worked on Friday Night schedule, they receive Night and Weekend Shift Premium for those hours.
- If a person worked on a Friday Evening schedule, they do not also receive Weekend Shift Premium for those hours—only Evening Shift Premium.

QUOTA QUESTIONS

Entries made for Leave in excess of the minimum required work hours for the overtime period will automatically be restored to the employee's leave quota.

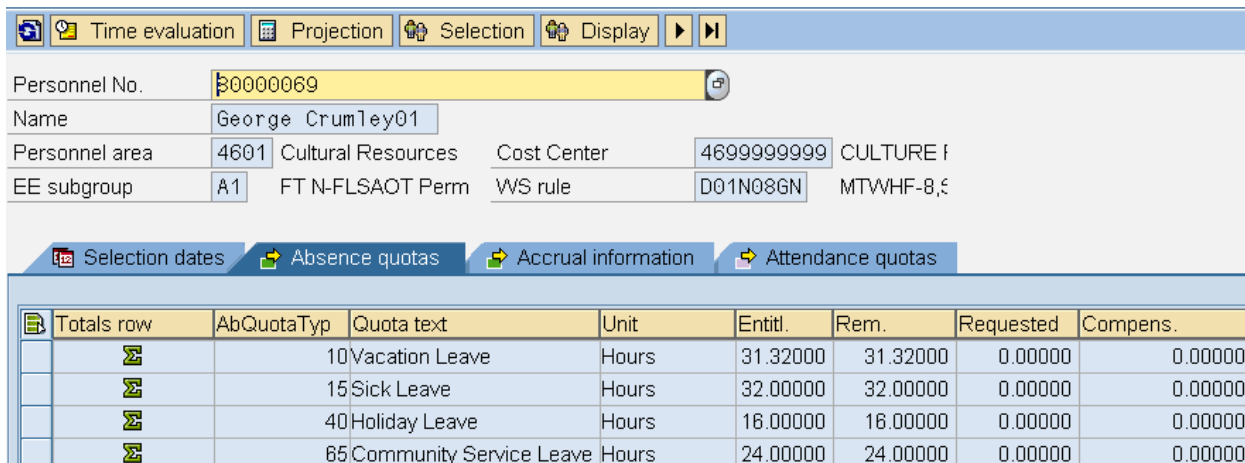
For more information about the offsetting policy consult the OSP Leave policies:

<http://www.osp.state.nc.us/manuals/manualindex.htm>

Quotas with established limits will be offset, except for holiday (9300), civil (9550), other management approved (9540) and injury (9685) leave.

- Use PT50 to review quotas

Quota Overview



The screenshot shows the SAP Quota Overview interface. At the top, there are tabs for 'Time evaluation', 'Projection', 'Selection', 'Display', and navigation buttons. Below these, fields for 'Personnel No.' (00000069), 'Name' (George Crumley01), 'Personnel area' (4601), 'Cost Center' (4699999999), 'EE subgroup' (A1), 'FT N-FLSAOT Perm', 'WS rule' (D01N08GN), and 'MTWHF-8,5' are visible. Below the fields are tabs for 'Selection dates', 'Absence quotas', 'Accrual information', and 'Attendance quotas'. The 'Absence quotas' tab is active, showing a table with the following data:

Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested	Compens.
Σ	10	Vacation Leave	Hours	31.32000	31.32000	0.00000	0.00000
Σ	15	Sick Leave	Hours	32.00000	32.00000	0.00000	0.00000
Σ	40	Holiday Leave	Hours	16.00000	16.00000	0.00000	0.00000
Σ	65	Community Service Leave	Hours	24.00000	24.00000	0.00000	0.00000

- The **Entitled** column displays the number of hours earned.
 - The **Requested** column displays the number of hours requested on the time sheet entry within the overtime period (is calculated at the end of the overtime period).
 - The **Rem.** Column displays the number of hours remaining.
 - The **Compens.** Column displays the number of hours compensated from the Requested hours during the overtime period.
- The ESS/MSS Leave Request process is **NOT** connected to the actual quota counts in SAP. It is only a portal-based approval request system.
 - "I have a week of approved leave, but couldn't use it – I need it back in my quota bucket."
 - The ESS Leave Request process will show the user the number of hours available.
 - When a user requests hours through the Leave Request process, the number of hours remaining will display, but this is a portal-based calculation only. If the hours are never taken, they will remain requested in this system forever.
 - When a manager approves the leave through MSS, the system reports the time only in the approval area. It does not affect the quota amounts in SAP.

- If a person does not take the hours that were approved through the ESS Leave Request process, they will remain approved only in this portal view.
- The ESS Quota Overview functionality always displays the latest PT50 quota overview information. It is not connected to the Leave Request process.
- PT50 quota data is not connected to the Leave Request process.
- The only data that SAP will use is time/leave entered in CAT2, IT2001, or the ESS Time Sheet. (See [Infotype 2001 – Absences](#) for more information.)

WORK SCHEDULE RULES

- **The Work Schedule Rule**
 - Is the foundation on which an employee's time is processed in BEACON SAP. Each employee is assigned a WSR that best represents his or her work pattern.
 - Combines an assigned holiday calendar (the main State holiday calendar or an alternate calendar approved by OSP) with a repeatable pattern of work representing an employee's scheduled work days as well as scheduled non-work days.
 - Represents work patterns repeated over a single or multiple weeks and may include day, evening and night shift designations that trigger premium payments (if applicable) at rates designated on the employee's position.
 - Does not limit the number of hours an employee may record on any given day (an employee can work longer than scheduled on any given day)
 - Allows leave to be taken only on scheduled work days in amounts equal to or less than the scheduled work hours for the day. (You cannot use time off on days you are not scheduled.)
- To see how the work schedule rule is used with Planned Working Time, see [Infotype 0007 – Planned Working Time](#).

Here are two examples of Work Schedule Rules (there are more than 900 in use):

#	WSR	Description Text	Shift	M	T	W	H	F	Sa	Su	Total	DWH	Description	Days off
2	D01W0801	MTWHS-8,FSa-O	Day		8	8	8	8	Off	Off	8	40	8 Mon-Thurs - 8 hrs 8 Sun - 8 hrs	Fri, Sat
3	D01W0802	MTWSaS-8,HF-O	Day		8	8	8	Off	Off	8	8	40	8 Mon-Wed - 8 hrs 8 Sa-S - 8 hrs	Thurs, Fri

The full list of Work Schedule Rules is listed on the BEACON Job Aids web site:

http://help.mybeacon.nc.gov/beaconhelp/TOC7.html/Work_Schedule_JobAid

- If the work schedule rule was changed in the middle of the month, the system will use a proration calculation to determine the hourly rate (which determines salary.)
- Use the Work Schedule button on IT0007 to view the number of work days the employee is supposed to work every month. Pay close attention to any changes.
- Base pay is calculated based on the number of days per month. If an individual is scheduled to work 19 days, the calculation is based on the 19 days, which comes from the work schedule rule.

Normal Work Schedule Example

D01N08GN (WSR)

Valid August 2008 Chngd 10/25/2007 KBOWMAN

Work Schedule

D	SU	HC	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC
												01				02				
													1D08						FREE	
03				04			05			06			07			08			09	
	FREE			1D08			1D08			1D08			1D08			1D08			FREE	
10				11			12			13			14			15			16	
	FREE			1D08			1D08			1D08			1D08			1D08			FREE	
17				18			19			20			21			22			23	
	FREE			1D08			1D08			1D08			1D08			1D08			FREE	
24				25			26			27			28			29			30	
	FREE			1D08			1D08			1D08			1D08			1D08			FREE	
31																				
	FREE																			

This work schedule is a Day, normal 8 hours a day work schedule from Monday through Friday. Notice how the work schedule chart is laid out:

- **FREE** = non-working days - these days the individual is not expected to work, but they can record time if they do work. They cannot record leave on non-working days (you cannot enhance pay with leave hours).
- **1D08** = working days – count the number of these days in the month. That is the number of days the person is expected to work; it is also the number of days by which their salary is divided to obtain the hourly rate for that month (used to calculate sick/approved leave/holiday hours).
- Double-click on **1D08** to see the number of work hours expected within that day (sometimes the code does not tell you this)

Planned working hrs	8.00
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Flex Schedule Example**I24W24FX (WSR)**

Valid	August	2008	Chngd 10/25/2007		KBOWMAN															
Work Schedule																				
D	SU	HC	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC
												01				02				
													VIXX				VIXX			
03			04			05			06			07			08			09		
	VIXX			VIXX			VIXX			VIXX			VIXX			VIXX			VIXX	
10			11			12			13			14			15			16		
	VIXX			VIXX			VIXX			VIXX			VIXX			VIXX			VIXX	
17			18			19			20			21			22			23		
	VIXX			VIXX			VIXX			VIXX			VIXX			VIXX			VIXX	
24			25			26			27			28			29			30		
	VIXX			VIXX			VIXX			VIXX			VIXX			VIXX			VIXX	
31																				
	VIXX																			

- This work schedule is a Flex schedule – there are no FREE days. Every day is assumed to be a scheduled work day.
- This affects the number of days that are counted, plus the payroll proration calculation for the hourly rate.
- This work schedule assumes no weekends were worked, assuming a standard work week, even though it does not note that weekend days are FREE.
- Once 50% of the days have been worked, quota is accrued. You must count the number of available work days in each month – for example, February has fewer expected work days than August. This affects what 50% of the days really means. It is different for every month. The system performs this calculation when processing quota accrual. An individual may see their quota accrual displayed differently on each day of the month based on this calculation when leave affects it.
- On a Flex schedule, weekend work does not count towards the 50%, since this work schedule assumes the person will not work on the weekends. Even if the employee did work weekend hours, those days will not count towards the 50% accrual. If the employee is on another work schedule and is scheduled to work weekends, then weekends would be used towards the 50% accrual calculation.
- All time that has been accounted-for is used towards the calculation of the 50% point in a month for quota accrual. This time includes work hours and leave hours (except weekends on a Flex schedule). On a flex schedule, every calendar day is assumed to be a work day.

- To ease payroll calculations, new people in the system can be put on a normal work schedule, then on the first day of the next month be put on a Flex schedule. This way, the schedule does not have to calculate based on a proration for that month.
- If they are on a normal schedule, the system does not assume as many work days as if they were on a Flex schedule. They will get paid more in their first pay statement.
 - If the person is on a normal work schedule and is hired on the last week of the month, and there are 20 work days in the month, the system pays 5 days prorated based on a daily rate for their salary divided by 20 days for the month.
 - If the person is on a Flex work schedule and is hired on the last week of the month, and there are 30 work days in the month for the Flex schedule, their 5 days of pay is based on a smaller per-day calculation, which results in a smaller pay statement.
- If you are going to change a work schedule, it is recommended (although not required) to change the work schedule on the first day of a pay period (monthly or bi-weekly). This reduces the confusion of changing the number of available hours to work in the middle of a payroll period. For example, this employee's work schedule was changed three times, but always at the beginning of the payroll period.

	Start Date	End Date	WS rule	T	Empl.	MoHrs	Wk.hrs	Hrs/Da	WkDys
	04/01/2008	12/31/9999	E01W08FX	1	100.00	173.33	40.00	8.00	0.00
	03/01/2008	03/31/2008	D01N08GN	1	100.00	173.33	40.00	8.00	0.00
	07/02/2001	02/29/2008	D01N08GN	1	100.00	173.33	40.00	8.00	0.00

Here is an example of an action change that experience several effects later in the cycle:

	Start Date	End Date	Act.	Action Type	ActR	Reason for action
	07/01/2008	12/31/9999	ZC	Salary Adjustment (NC)	22	Legislative Increase
	06/15/2008	06/30/2008	Z1	Promotion (NC)	01	Promotion
	03/01/2008	06/14/2008	ZY	POSITION ASSIG-Active	01	POSITION ASSIGNMENT-Active
	03/27/2006	02/29/2008	ZZ	CONVERSION-Active	01	CONVERSION-Active

- This example had a promotion processed on 6/15/08. Notice also the Legislative increase which was processed on 7/1/08. In this example we will concentrate on the promotion action.

- The basic pay for this example (PA20, IT0008) is:

STy	Start Date	End Date	Ty	PSA	PS group	Lv	Amount	Curre...	Annual salary
0	07/01/2008	12/31/9999	01	01	GR69	GR	4,066.58	USD	48,799.00
0	06/15/2008	06/30/2008	01	01	GR69	GR	3,957.75	USD	47,493.00
0	03/01/2008	06/14/2008	01	01	GR68	GR	3,597.92	USD	43,175.00

- Notice the pay changed on 6/15/08 from \$3597.92 to \$3957.75. (See [Infotype 0008 – Basic Pay Infotype](#) for more information.)
- In this example, the work schedule was changed in the middle of June (which is the middle of a pay period) as part of the promotion (See [Infotype 0007 – Planned Working Time](#) for more information):

Start Date	End Date	WS rule	T	Empl.	MoHrs	Wk.hrs	Hrs/Da	WkDys
06/15/2008	12/31/9999	D01N08GN	1	100.00	173.33	40.00	8.00	0.00
03/01/2008	06/14/2008	D01W08FX	1	100.00	173.33	40.00	8.00	0.00
03/27/2008	02/29/2008	D01N08GN	1	100.00	173.33	40.00	8.00	0.00

- The first work schedule is D01W08FX:

Work schedule rule	
Work schedule rule	D01W08FX MTWHFSaS-5x8
Time Mgmt status	1 1 - Positive Time Recording
Working week	07 Wk - Sun (mdnt) - Sat
<input type="checkbox"/> Part-time employee	

Working time	
Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	0.00

- The **Monthly working hrs** are always 173.33, but in each month there are actually a different number of hours, based on the number of available days to work in that month. For example, February has fewer days and August has more days, so the actual number of hours changes month to month. The proration calculations for payroll work schedule changes made in the middle of the pay period did not originally calculate this change in the number of real hours per month into account,

so a fix was configured and applied in the system in May, 2008. This new prorated calculation now displays on the RT_ table using the wage types 9XX1 and 9XX2.

This is different from the salary displayed in wage types Sal01 and Sal02. You can also see some of this information in the BAL table.

- The second work schedule is **D01N08GN**:

Work schedule rule	
Work schedule rule	D01N08GN MTWHF-8,SaS-O
Time Mgmt status	1 1 - Positive Time Recording
Working week	07 Wk - Sun (mdnt) - Sat
<input type="checkbox"/> Part-time employee	

Working time	
Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	0.00

- To calculate the number of expected work days in the period for June:
 - From 6/1/08 through 6/14/08 the employee was on the D01W08FX work schedule.

Valid June 2008 Chngd 04/02/2008 01024742

Work Schedule

D	SU	HC	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC
01			02			03			04			05			06			07		
	VD08			VD08			VD08			VD08			VD08			VD08			VD08	
08			09			10			11			12			13			14		
	VD08			VD08			VD08			VD08			VD08			VD08			VD08	
15			16			17			18			19			20			21		
	VD08			VD08			VD08			VD08			VD08			VD08			VD08	
22			23			24			25			26			27			28		
	VD08			VD08			VD08			VD08			VD08			VD08			VD08	
29			30																	
	VD08			VD08																

- Go to the month of June
- Count the number of available work days from 6/1/08 through 6/14/08, which is **14**.

- From 6/15/08 through the end of the pay period (month) the employee is on D01N08GN.

Valid June 2008 Chngd 10/25/2007 KBOWMAN

Work Schedule

D	SU	HC	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC
01			02			03			04			05			06			07		
	FREE			1D08			1D08			1D08			1D08			1D08			FREE	
08			09			10			11			12			13			14		
	FREE			1D08			1D08			1D08			1D08			1D08			FREE	
15			16			17			18			19			20			21		
	FREE			1D08			1D08			1D08			1D08			1D08			FREE	
22			23			24			25			26			27			28		
	FREE			1D08			1D08			1D08			1D08			1D08			FREE	
29			30																	
	FREE			1D08																

- Count the number of work days from 6/15/08 through 6/30/08, which is **11**.
 - The total number of available work days in June is **25 (14 + 11)**
- On the PC_PAYRESULT transaction, table WPBP, the results for June is displayed below:

Table WPBP - Work Center/Basic Pay														
No	Start	End	Action	Action Text				ActRsn	Cust.	Empl.	SPay.	Active	CoCd	PArea
PersSubAr	PCostCenter	EEGrpg	EESubGrp	GrpCalRule	Position	BusArea	OrgKey		EmplCont.	OrgUnit		Job		
StatTime	PWSRule	EMP%	CDays	WDays	WHrs	CD1W	WD1W	WH1W	WkHrs	CapLev	PSType	PSArea	PSGroup	
PSLevel	CostDist	DynDWS	WkHrs	WkDays	Funds	Ctr	Fund		Func.	Area	Grant			Segment
01	06/01/2008	06/14/2008	ZY	POSITION ASSIG-Active				01		3		X	NC01	1801
NC01	1899999999	A	B1	3	60093486	1800			180118999999999			20013842	30001898	
1	D01W08FX	100.00	14.00	14.00	112.00	30.00	30.00	240.00	173.33	100.00	01	01	GR68	
GR	X		8.00	0.00				1899999999	600000000000000001					
02	06/15/2008	06/30/2008	Z1	Promotion (NC)				01		3		X	NC01	1801
NC01	1899999999	A	B1	3	60093501	1800			180118999999999			20013841	30001888	
1	D01N08GN	100.00	16.00	11.00	88.00	30.00	21.00	168.00	173.33	100.00	01	01	GR69	
GR	X		8.00	0.00				1899999999	600000000000000001					

- This table displays the split between work schedules. Notice there are **14 WDays** in the work schedule from 6/1/08 through 6/14/08, and **11 WDays** in the work schedule from 6/15/08 through 6/30/08, which we saw on the work schedule details above.

- On the PC_PAYRESULT transaction, table RT_, the results for June for the new salary proration calculation is displayed at the bottom of the table:

3 9XX1 Salary Base01	72.50	2,014.84
3 9XX1 Salary Base02	40.50	1,741.41

- The first half of the month is detailed in **Sal01**, the second half of the month is detailed in **Sal02**.
- The total salary for the month of June was \$3417.91 – but this is not what their IT0008 Salary states.
 - Take the total number of available work days in the first part of June, which is 14, and divide that by the total number of working days in June, which is $14+11 = 25$, which is 0.56, and multiple that by the salary for 6/1/08 through 6/14/08, which gives you \$2014.84.
 - Take the total number of work days available in the second part of June, which is 11, and divide that by the total number of working days in June, which is $14+11 = 25$, which is 0.44, and multiple that by the salary for 6/15/08 through 6/30/08, which gives you \$1741.41.
 - The total salary on their pay statement for June is \$3756.25, but their remuneration statement says:

Regular Salary		3,579.88
Holiday Comp Leave	7.50	155.70
Paid Holiday	8.00 -	166.08 -
Injury Absence WC	8.00	182.64
** Total Base Pay		3,752.14

This is due to a rounding error.

- If the example did not have a work schedule change in the middle of a period, the wage type 1000 calculation would be correct:

3 1000 Regular Sal01	1,859.14
3 1000 Regular Sal02	1,558.77

Work Schedule

D	0	1	N	0	8	G	N
<i>Shift Indicator</i>	<i>Unique schedule identifier</i>	<i>Weekend Identifier</i>	<i>Number of work hours per day</i>	<i>Extra Identifier</i>			
D -Day E -Evening N -Night R -Rotating I -Interface	This identifier will be applicable across all types of work schedules (Day, Evening, Night, Weekly, Rotating & Flex). Ex. 5x8 = " 01 ", 4x9&1x4 = " 02 "	N -Weekday W -Weekend	Ex. " 08 " for 8 hours & " 10 " for 10 hours. If number of hours varies, use " Va ". If number of hours is a decimal, round down and use characters 2 & 3 of WSR name to differentiate.	Use these final two characters as necessary to differentiate the work schedules. If the work hours are the same each day of the schedule, use " GN ". If the schedule is a variant of a general schedule with a single unique characteristic, then use " _X " to signify the day of the week on which the unique characteristic occurs. In this case, X represents: M -Monday T -Tuesday W -Wednesday H -Thursday F -Friday If the schedule is a rotating variant of a schedule, then use " ## " to differentiate the rotating variants of a particular work schedule. This will start with 00 and go up through 99 and alpha characters if necessary. If the schedule is a flexible version of a work schedule, use " FX ". If none of the above rules are applicable, leave the last 2 characters blank, leaving 6 characters in the WSR name.			

WORKING WEEK


There are several working weeks in use. The working week is a person's overtime calculation period.

If someone is in working week key #51, they are on a 14-day overtime cycle, starting on a Monday. This means that their overtime calculation begins after they have reached 80 hours within that 2-week period starting on a Monday. Note that the key refers to a schedule, not a week of the year.

Working Week Key	Working Week Length	Reference Date	Period Start Time	Text
1	7	1/1/1990	0:00:00	Wk - Mon (mdnt) - Sun
2	7	1/2/1990	0:00:00	Wk - Tues (mdnt) - Mon
3	7	1/3/1990	0:00:00	Wk - Wed (mdnt) - Tues
4	7	1/4/1990	0:00:00	Wk - Thurs (mdnt) - Wed
5	7	1/5/1990	0:00:00	Wk - Fri (mdnt) - Thurs
6	7	1/6/1990	0:00:00	Wk - Sat (mdnt) - Fri
7	7	1/7/1990	0:00:00	Wk - Sun (mdnt) - Sat
20	28	10/1/2006	0:00:00	28 - DOC
21	28	1/1/2007	0:00:00	28 - DACS
22	28	1/18/2007	0:00:00	28 - DOA - Capital Police
23	28	1/15/2007	0:00:00	28 - CCPS
24	28	1/13/2007	0:00:00	28 - DOJ
25	28	1/15/2007	0:00:00	28 - WRC
26	28	1/21/2007	0:00:00	28 - DHHS - Dorthea Dix
27	28	1/24/2007	0:00:00	28 - DHHS - ADATC Black Mtn
28	28	1/8/2007	0:00:00	28 - State Highway Patrol
51	14	1/2/2006	0:00:00	14 - Mon (mdnt) - Sun (A)
52	14	1/3/2006	0:00:00	14 - Tues (mdnt) - Mon (A)
53	14	1/4/2006	0:00:00	14 - Wed (mdnt) - Tues (A)
54	14	1/5/2006	0:00:00	14 - Thurs (mdnt) - Wed (A)
55	14	1/6/2006	0:00:00	14 - Fri (mdnt) - Thurs (A)
56	14	1/7/2006	0:00:00	14 - Sat (mdnt) - Fri (A)
57	14	1/1/2006	0:00:00	14 - Sun (mdnt) - Sat (A)
58	14	1/9/2006	0:00:00	14 - Mon (mdnt) - Sun (B)
59	14	1/10/2006	0:00:00	14 - Tues (mdnt) - Mon (B)
60	14	1/11/2006	0:00:00	14 - Wed (mdnt) - Tues (B)
61	14	1/12/2006	0:00:00	14 - Thurs (mdnt) - Wed (B)
62	14	1/13/2006	0:00:00	14 - Fri (mdnt) - Thurs (B)
63	14	1/14/2006	0:00:00	14 - Sat (mdnt) - Fri (B)
64	14	1/8/2006	0:00:00	14 - Sun (mdnt) - Sat (B)
80	99	3/1/2006	0:00:00	2080 hr - DACS (3/1)
81	99	5/1/2006	0:00:00	2080 hr - DACS (5/1)
82	99	9/1/2006	0:00:00	2080 hr - DACS (9/1)


PC_PAYRESULT - DISPLAY PAYROLL RESULTS

Selection

Personnel number 

all results from

Personnel numbers selected

Re.	Pers.No.	Name
	80000440	Tomeka Avans11


Payroll Results Tomeka Avans11 / USA

C	Pmt date	R	For-Peri	In-Period	Start/FP	End/FP	OC	OC	P	P	O	P	P	O	P	P	End of
P	04/30/2008		04.2008	04.2008	04/01/2008	04/30/2008			01	01							04/30/2008
A	04/30/2008		04.2008	05.2008	04/01/2008	04/30/2008			01	01							05/31/2008
A	05/30/2008		05.2008	05.2008	05/01/2008	05/31/2008			01	01							05/31/2008
A	06/30/2008		06.2008	06.2008	06/01/2008	06/30/2008			01	01							06/30/2008
A	07/31/2008		07.2008	07.2008	07/01/2008	07/31/2008			01	01							07/31/2008

- Use this report to display payroll results for one or more personnel numbers. It shows if any retro calculations were done for specific pay period. Agency payroll technicians will be able to display the payroll results for employees in their organizational structure only (defined by security).
- Use this function to access infotype information such as basic pay, employee tax details, address, personal characteristics etc. Double-click a line to set this information for that line item.
- Retro calculations may affect pay amounts in ways you cannot see when you look at infotypes for an employee.





Display payroll results

Selection

Personnel number 




all results from

Personnel numbers selected

Res.	Pers.No.	Name
	80001074	Earl Gutierrez12
	80001159	James Bass17
	80000089	George Crumley01
	80000049	James Hunt01

Payroll Results James Hunt01 / USA

C	Payment date	R	For-Period	In-Period	Start/FP	End/FP	OC R	OC R	Pa	Pa	O	P	P	O	P	P	End of In-Period
P	04/30/2008		04.2008	04.2008	04/01/2008	04/30/2008			01	01							04/30/2008
A	04/30/2008		04.2008	05.2008	04/01/2008	04/30/2008			01	01							05/31/2008
A	05/30/2008		05.2008	05.2008	05/01/2008	05/31/2008			01	01							05/31/2008
A	06/30/2008		06.2008	06.2008	06/01/2008	06/30/2008			01	01							06/30/2008
A	07/31/2008		07.2008	07.2008	07/01/2008	07/31/2008			01	01							07/31/2008

- **Res.** = The symbol in the Results column shows if there are results available in the selected period.
 - Results exist  (green circle)
 - No results exist  (red square)
 - You have no authorization to display results  (gray diamond)

- **C = Current Indicator, or the status of the record**
 - **A = normal pay run (actual)**
 - **P = This period has been retro-calculated for this person.** In this example, 4/30/08 has had payroll calculated twice; in Period 5 it was run for Period 4 again, then for Period 5 (previous).
 - **O = This line has been retro-calculated more than once (old).**

The employee record below has examples of Actual, Previous and Old results from December 2007.

C	Payment date	R	For-Period	In-Period	Start/FP	End/FP
A	12/20/2007		12.2007	12.2007	12/01/2007	12/31/2007
O	01/31/2008		01.2008	01.2008	01/01/2008	01/31/2008
O	02/29/2008		02.2008	02.2008	02/01/2008	02/29/2008
O	01/31/2008		01.2008	03.2008	01/01/2008	01/31/2008
O	02/29/2008		02.2008	03.2008	02/01/2008	02/29/2008
O	03/31/2008		03.2008	03.2008	03/01/2008	03/31/2008
O	02/29/2008		02.2008	04.2008	02/01/2008	02/29/2008
O	03/31/2008		03.2008	04.2008	03/01/2008	03/31/2008
O	04/30/2008		04.2008	04.2008	04/01/2008	04/30/2008
O	04/30/2008		04.2008	05.2008	04/01/2008	04/30/2008
O	05/30/2008		05.2008	05.2008	05/01/2008	05/31/2008
P	01/31/2008		01.2008	06.2008	01/01/2008	01/31/2008
P	02/29/2008		02.2008	06.2008	02/01/2008	02/29/2008
P	03/31/2008		03.2008	06.2008	03/01/2008	03/31/2008
P	04/30/2008		04.2008	06.2008	04/01/2008	04/30/2008
P	05/30/2008		05.2008	06.2008	05/01/2008	05/31/2008
P	06/30/2008		06.2008	06.2008	06/01/2008	06/30/2008
A	01/31/2008		01.2008	07.2008	01/01/2008	01/31/2008
A	02/29/2008		02.2008	07.2008	02/01/2008	02/29/2008
A	03/31/2008		03.2008	07.2008	03/01/2008	03/31/2008
A	04/30/2008		04.2008	07.2008	04/01/2008	04/30/2008
A	05/30/2008		05.2008	07.2008	05/01/2008	05/31/2008
A	06/30/2008		06.2008	07.2008	06/01/2008	06/30/2008
A	07/31/2008		07.2008	07.2008	07/01/2008	07/31/2008

When different dates exist for the for-period and in-period fields, a retro-calculation has occurred. A retro-calculation indicates that a change has occurred in a pay period in which a previous result already existed.

For-period: Shows the period that the payroll line affects. For example, if a change was made in August that affects May payroll, the For-Period column will show a May date.

In-period: Shows when a change was made, regardless of the payroll run it affects. For example, if a change was made in August that affects May payroll, the For-Period column will show an August date.

If someone received an off-cycle payroll processing, the information would be in the **OC** columns.

Payroll Results Fannie Paulette Barnes / USA

C	Payment date	R	For-Period	In-Period	Start/FP	End/FP	OC Reason For-Period	O	Pa	Pa	OC Category For-Period	Payroll Type for For-Period	P	O
○	03/20/2008		06.2008	15.2008	02/23/2008	03/07/2008			04	04				
○	04/04/2008		07.2008	15.2008	03/08/2008	03/21/2008			04	04				
○	04/18/2008		08.2008	15.2008	03/22/2008	04/04/2008			04	04				
○	05/02/2008		09.2008	15.2008	04/05/2008	04/18/2008			04	04				
○	05/02/2008			15.2008	05/02/2008	05/02/2008	0010		04	04	03	B	0	
○	05/16/2008		10.2008	15.2008	04/19/2008	05/02/2008			04	04				

Off-cycle payments are run by BEST when needed. As the system matures, there will be fewer and fewer.

WORK CENTER/BASIC PAY

WPBP	Work Center/Basic Pay	1
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- Use PC_PAYRESULT to access the WPBP (Work Center/Basic Pay) table. It displays any splits in the Payroll process due to a change in periods or work schedules within the pay cycle.
- Examples:
 - If a person moved from being a Temporary Employee to a Permanent position, they are moving from a bi-weekly pay period to a monthly pay period.
 - If a person moved from/to DOT from another agency, DOT is bi-weekly, the other agency is monthly.
 - Changing work schedule in the middle of the pay period from 5x8 to 4x10.

In the example below, the individual was on the current work schedule for 100% of the payroll period. Notice the number of **CDays** (calendar days) and **WDays** (Work Days). If those days were in multiple work schedules or payroll areas, the details would be listed here.

Check with
Wendy on
details

Table WPBP - Work Center/Basic Pay

No	Start	End	Action	Action Text			ActRsn	Cust.	Empl.	SPay.	Active	CoCd	PArea
PersSubAr	PCostCenter	EEGrpg	EESubGrp	GrpCa1Rule	Position	BusArea	OrgKey		EmplCont.	OrgUnit		Job	
StatTime	PWSRule	EMP%	CDays	WDays	WHrs	CD1W	WD1W	WH1W	WkHrs	CapLev	PSType	PSArea	PSGroup
PSLevel	CostDist	DynDWS	WkHrs	WkDays	Funds	Ctr	Fund		Func.	Area	Grant		Segment
01	07/01/2008	07/31/2008	ZC	Salary Adjustment (NC)			22		3	1	X	NC01	4601
NC01	4699999999	A	A1	3	65002077	4600	46014699999999		20010140	30001523			
9	D01N08GN	100.00	31.00	23.00	184.00	31.00	23.00	184.00	173.33	100.00	01	01	GR65
GR	X		8.00	0.00		469999999	600000000000000001						

This example shows a person in a bi-weekly payroll period who was transferred in the middle of the payroll period.

Table WPBP - Work Center/Basic Pay

No	Start	End	Action	Action Text	ActRsn	Cust.	Empl.	SPay.	Active	CoCd	PArea		
PersSubAr	PCostCenter	EEGrpg	EESubGrp	GrpCalRule	Position	BusArea	OrgKey	EmplCont.	OrgUnit	Job			
StatTime	PWSRule	EMP%	CDays	WDays	WHrs	CD1W	WD1W	WH1W	WkHrs	CapLev	PSType	PSArea	PSGroup
PSLevel	CostDist	DynDWS	WkHrs	WkDays	Funds	Ctr	Fund	Func	Area	Grant		Segment	
01	06/28/2008	06/30/2008	ZY	POSITION ASSIG-Active			01		3	1	X	NC01	2001
NC07	2X99999999	0	68	1	60055204	2X00	20012X99999999		20006269	30000252			
1	D01N08GN	100.00	3.00	1.00	8.00	14.00	10.00	80.00	80.00	100.00	01	11	GR59
GR	X		8.00	0.00			209999999	600000000000000001					
02	07/01/2008	07/06/2008	ZY	POSITION ASSIG-Active			01		3	1	X	NC01	2001
NC07	2X99999999	0	68	1	60055204	2X00	20012X99999999		20006269	30000252			
1	D01N08GN	100.00	6.00	4.00	32.00	14.00	10.00	80.00	80.00	100.00	01	11	GR59
GR	X		8.00	0.00			209999999	600000000000000001					
03	07/07/2008	07/11/2008	Z8	Transfer (NC)			06		3	1	X	NC01	2001
NC07	2X99999999	0	68	1	60055209	2X00	20012X99999999		20006268	30000251			
1	D01N08GN	100.00	5.00	5.00	40.00	31.00	23.00	184.00	173.33	100.00	01	01	GR57
GR	X		8.00	5.00			209999999	600000000000000001					

The RT_ (Results Table) table displays the details by Wage Type for this employee for the payroll run.

These are all of the items that went into the pay statement plus additional items related to taxes that the employee will not see.

Number of *scheduled* days to work divided by the number of *available* days to work = BASE PAY

RT_ Results Table (Collapsed Display) 68

Table RT - Results Table (Collapsed Display)

A Wage Type	APC1C2C3aBKoReBTawvTvNOne	Amount/One	Number	Amount
* /101 Total gross				2,641.25
* /102 401(k) Wage				2,641.25
* /114 Base wage f				2,641.25
* /196 Retirement				2,641.25
* /301 TG Withhold 01				2,641.25
* /301 TG Withhold 02				2,641.25
* /303 TG EE Socia 01				2,641.25
* /304 TG ER Socia 01				2,641.25
* /305 TG EE Medic 01				2,641.25
* /306 TG ER Medic 01				2,641.25
* /310 TG ER Unemp 01				2,641.25
* /310 TG ER Unemp 02				2,641.25
* /401 TX Withhold 01				336.94
* /401 TX Withhold 02				162.00
* /403 TX EE Socia 01				163.76

of scheduled days to work
of available days to work

= **BASE PAY**

**Check with
Phil for details
and example**

TABLE RT_ - WAGE TYPES

- Use PC_PAYRESULT to access the RT Table

Table RT - Results Table (Collapsed Display)

A Wage Type	APC1C2C3aBKoReBTAvTvNOne	Amount/One	Number	Amount
* /101 Total gross				2,641.25
* /102 401(k) Wage				2,641.25
* /114 Base wage f				2,641.25
* /196 Retirement				2,641.25
* /301 TG Withhold 01				2,641.25
* /301 TG Withhold 02				2,641.25
* /303 TG EE Socia 01				2,641.25
* /304 TG ER Socia 01				2,641.25
* /305 TG EE Medic 01				2,641.25
* /306 TG ER Medic 01				2,641.25
* /310 TG ER Unemp 01				2,641.25
* /310 TG ER Unemp 02				2,641.25
* /401 TX Withhold 01				336.94
* /401 TX Withhold 02				162.00
* /403 TX EE Socia 01				163.76
* /404 TX ER Socia 01				163.76
* /405 TX EE Medic 01				38.29
* /406 TX ER Medic 01				38.29

- Wage types include:
 - /101 Total gross = Total wages before taxes and deductions
 - /102 401(k) Wage = Total wages that 401K deduction will be based on (if %)
 - /114 Base wage f = Base wage used for tax reporting
 - /196 Retirement = Retirement Eligible Wages
 - /3* = Total gross before any applicable pre tax deduction
 - /4* = Actual tax taken

* /550 Statutory n		1,940.26
* /559 Payment	01	1,940.26
* /560 Amount to b		1,940.26
* /5PY Good Money		2,641.25
* /5U0 Tot EE tax		700.99
* /5U1 Tot ER tax		202.05
* /5U3 Number of p	1.00	
* /5UA Gen Taxable		2,641.25
* /5UB Tax base wa		2,641.25
* /5UG Tax gross w		2,641.25
* /5UH Worked Hour 02	184.00	
* /5UI Month 1 fem 02	1.00	
* /5UM Month 1 ind 02	1.00	
* /5UT Actual Work	184.00	
* /5UU Taxable Hou	184.00	
* /5UW Number of w 02	4.00	

- /550 Statutory n = Total gross minus employee taxes
- /559 Payment = Breakdown of amounts that will be direct deposited
- **/560 Amount to b = Total Amount that will be paid**
- **/5PY Good Money = If positive, it is the amount to be paid. If negative, there is a claim against the employee's pay**
- /5U0 Tot EE tax = Total taxes from employee
- /5U1 Tot ER tax = Total taxes from employer
- /5U3 Number of p = Number of periods paid for in this run
- /5UA Gen Taxable = General taxable amount
- /5UB Tax base wa = Taxable base wage
- /5UG Tax gross w = Taxable gross wage
- /5UH Worked Hour 02 = Hour worked for State Unemployment Insurance – used for SUI reporting
- /5UI Month 1 fem 02 = xxx
- /5UM Month 1 ind 02 = xxx
- /5UT Actual Work = number of hours worked
- /5UU Taxable Hou = number of taxable hours
- /5UW Number of w 02 = used for SUI reporting

* /601 TB Withhold 01	2,641.25
* /601 TB Withhold 02	2,641.25
* /603 TB EE Socia 01	2,641.25
* /604 TB ER Socia 01	2,641.25
* /605 TB EE Medic 01	2,641.25
* /606 TB ER Medic 01	2,641.25
* /610 TB ER Unemp 01	2,641.25
* /610 TB ER Unemp 02	2,641.25
* /700 RE plus ER	2,641.25
* /701 RE Withhold 01	2,641.25
* /701 RE Withhold 02	2,641.25
* /703 RE EE Socia 01	2,641.25
* /704 RE ER Socia 01	2,641.25
* /705 RE EE Medic 01	2,641.25
* /706 RE ER Medic 01	2,641.25
* /710 RE ER Unemp 02	2,641.25

- /6* TB = Taxable base (Total gross – pre tax deductions)
- /7* RE = Reportable taxable amount

* 91F1 FED EE With 01	336.94
* 91F3 EE FICA Tax 01	163.76
* 91F5 EE Medicare 01	38.29
* 91NC NC EE Withh 02	162.00
* 92F4 ER FICA Tax 01	163.76
* 92F6 ER Medicare 01	38.29
* 9901 ER FICA Tax	2,641.25
* 9917 Work Days i	23.00
* 9923 Work Day	23.00

- 9* = reportable WT only, will not be seen by employee

3 /001 Valuation b01	15.24		
3 /002 Valuation b01	15.24		
3 /003 Valuation b01	15.24		
3 1000 Regular Sal01			2,519.33
3 1325 Paid Holid01	15.24	8.00	121.92
3 9T04 /404 - ER S0101			163.76
3 9T06 /406 - ER M0101			38.29
3 9XX1 Salary Base01		176.00	2,641.25
3 9XX2 Leave Base 01	15.24	8.00	121.92

- **/001 Valuation b01**
- **/002 Valuation b01**
- **/003 Valuation b01**
- **1000 Regular Sal01**
- **1325 Paid Holid01**
- **9T04 /404 - ER S0101 = reportable WT only, will not be seen by employee**
- **9T06 /406 - ER M0101 = reportable WT only, will not be seen by employee**
- **9XX1 Salary Base01**
- **9XX2 Leave Base 01**

TABLE BAL AND UNBAL – CHANGES IN PAYROLL \$ AND HOURS

The **BAL** table displays any changes in dollars and hours reimbursed to the individual.

In this example, in the 2nd column from the left you'll see the dollars which were adjusted **For** period 5/2008, but reimbursed **In** period 8/2008. The original dollar amount is displayed in the 3rd column from the left. Notice the wage types listed in the first column – this tells you what the dollar amount is for.


The right 2 columns include the hours – the first column contains the new hours, and the second column contains the previous hours.






For-Period	05.2008 (05/01/2008 - 05/31/2008)									
In-Period	08.2008 (Fin.: 08/31/2008)									
Table BAL - Balance table used for tax retrocalculation										
Wage type	For-period	BonusDate	PayArea	PayTy	PayID	Juper	Tax auth	Accounted number	Unaccounted number	
Accounted	amount	Unaccounted	amount	Currency						
/5UT	200804		01					160.00	160.00	
	0.00			0.00	USD					
1000	200804		01					0.00	0.00	
	2,641.33			2,519.41	USD					
1302	200804		01					0.00	8.00	
	0.00			121.92	USD					
1400	200804		01					0.00	0.00	
	0.03			0.03	USD					
3005	200804		01					1.00	1.00	
	0.00			0.00	USD					
3100	200804		01					0.00	0.00	
	38.28-			38.28-	USD					
3115	200804		01					0.00	0.00	
	5.40-			5.40-	USD					
3125	200804		01					0.00	0.00	
	1.72-			1.72-	USD					
3200	200804		01					0.00	0.00	
	158.48-			158.48-	USD					
3310	200804		01					0.00	0.00	
	250.00-			250.00-	USD					

If there were an **UNBAL** table, this would detail the dollars owed by the individual to the State.





PUOC_10 – OFF-CYCLE WORKBENCH (REMUNERATION STATEMENT)





- Use the **Rem. Statement** button on PUOC_10 to view or print a Remuneration Statement for a specific pay period.



Personnel Number  George Crumley01

 History  Payroll  Replace payment  Reverse payment  Assign check number

Payroll history

Payment date	Rev...	Rep...	Infor...	PM	Payment number	Reason	Am
07/31/2008				P	8000006900008001		2,43
06/30/2008				P	8000006900007001		2,38
05/30/2008				P	8000006900006001		17
04/30/2008				P	8000006900001001		4,52

 Rem. statement  Print list

Pay Period: 07/01/2008 through 07/31/2008				Name Ira State Employee		Personnel No: 00998899	
Check Date: 07/31/2008				Organization: XX01 - State Agency			
	Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD
Current:	4,541.91 -	803.11 -	1,106.18 =	2,632.62	* 401k Savings Plan EE	56.00	224.00
YTD:	15,800.76 -	2,969.55 -	3,572.53 =	9,258.68	# PPO PT	43.98	175.92
					# PPO Pre Plan PT		87.96
Earnings	Hours	Current	YTD		# NC Flex Vision Sup PT	7.98	31.92
					# NC Flex Cancer PT	15.68	62.72
Regular Salary		2,605.13	10,976.83		* TSERS EE	272.52	942.79
Vacation Leave	6.92	127.05	134.76		# NC Flex Health FSA PT	250.00	1,000.00
Sick Leave	8.50	156.06	449.82		401K Loan	123.84	311.80
Paid Holiday	16.00	293.76	587.52		Kanawha Ins Co	33.11	132.44
Comp Leave			220.32				
** Total Base Pay			3,182.00	12,369.25	Total Deductions	803.11	2,969.55
Overtime		2.76	412.60				
Shift Premium 10%	40.19	73.95	207.68				
Shift Premium 15%	97.41	267.88	267.88				
Shift Premium 20%	145.16	532.74	1,173.92				
Additional Hours Pay	1.91	35.07	181.95				
Pre SAP Shift Pay 10%		447.51	788.83				
Pre SAP Shift Pay 20%			413.98				
Pre SAP Shift Pay 30%			407.74				
PPO Pre PlanRefund PT			87.96				
Pre SAP Base Salary			608.07				
Pre SAP Overtime			97.04				
** Total Other Pay			1,359.91	3,431.51			
Total Earnings			4,541.91	15,800.76			

What does this mean?

- The Remuneration Statement is a detailed list of pay and deduction information for employees for each payroll period which usually includes:
 - Gross Amount (Payments)
 - Net Amount (Gross less deductions)
 - Additional Information (organizational assignment, leave, notes to the employee)
- **Note:** the remuneration statement available in SAP is different from the one available via ESS. The ESS pay statement does not include leave balances, but the SAP version does.
- The Remuneration Statement is also called the pay statement or pay stub.
- See the Remuneration Statement Job Aid for detailed information on the items on the statement.
- Fields include:
 - **Pay Period** = The beginning and end date of the payroll period included in this statement
 - **Check Date** = The date either the check was cut or the direct deposit was processed
 - **Current/YTD** = Earnings less Deductions less Taxes for the current period, and year-to-date
 - **Total Base Pay** = Regular salary/hourly pay plus applicable vacation, sick, paid holiday and compensated leave
 - **Total Other Pay** = all pay not included in Total Base Pay (Positions must be set up properly by the Agency HR Master Data Maintainer to allow person to receive such pay)
 - **Total Earnings** = Total Base Pay and Total Other Pay
 - **Total Deductions** = Pre-tax, Tax Deferred, and Post-tax deductions

- **Total Taxes** = Taxes and current taxable earnings for the current period and year to date

(The screen capture below is a continuation of the previous Remuneration Statement.)

Tax Authority	Tax Type	Status	EXMT AddlAmt	Cur Tax	YTD Tax	Cur Txb1 Earn	YTD Txb1 Earn
Federal	Withholding	Single	01	553.02	1,679.70	3,895.75	13,275.45
Federal	Social Security			261.91	895.42	4,224.27	14,442.24
Federal	Medicare			61.25	209.41	4,224.27	14,442.24
North Carolina	Withholding	Single	01	230.00	788.00	3,895.75	13,275.45
Total Taxes				1,106.18	3,572.53		

PT66 - DISPLAY TIME DATA

Display Time Evaluation Results (Cluster B2)

All tables		
Person 800000069 George Crumley01		
Period 07 2008		
ClType 1		
Group		
Table Name	Name	Number of entries
Basic data and work schedule		
WPBP	Basic data	1
PSP	Personal work schedule	33
Balances, wage types and quota transactions		
ZES	Time balances for each day	821
SALDO	Cumulated time balances	71
ZKO	Time quotas	2
ZL	Time wage types	51
ALP	Different payment	0
C1	Cost dist.	0
VS	Variable balances	0
CVS	Accrued variable balances	0
FEHLER	Messages	0
KNTAG	Work bridging two calendar days	0
Automatic accrual of absence quotas		
QTACC	Absence quota generation	2
QTBASE	Base entitl.	2
QTTRANS	Transfer pool	0
URLAN	Leave accrual	0

NEED MORE DATA

Example of an absence quota generated:

Display Time Evaluation Results (Cluster B2)

All table entries						
Person 80000069 George Crumley01						
Period 07 2008						
ClType 1						
Table QTACC Absence quota generation						
Gen. date	AQTyp	Op	Curr. gener.	Curr. accrued	Start Date	End Date
07/16/2008	10	+	7.83000	0.00000	07/16/2008	12/31/9999
07/16/2008	15	+	8.00000	0.00000	07/16/2008	12/31/9999

Display Time Evaluation Results (Cluster B2)

Person 80000069 George Crumley01									
Period 07 2008									
ClType 1									
Table ZK0 Time quotas									
Day	Date	Type	IType	STy.	ObjID	RNo	Start Date	End Date	Quota number
16	07/16/2008	A	2006	10			04/15/2008	12/31/9999	7.83000
16	07/16/2008	A	2006	15			04/15/2008	12/31/9999	8.00000

Example of cumulated time balances:

Display Time Evaluation Results (Cluster B2)

Person 80000069 George Crumley01
 Period 07 2008
 ClType 1
 Table SALDO Cumulated time balances

TmType	Time type text	Number
0903	Utility tm.type: OT/week	0.00
3500	Manage regular wages	0.00
3699	Elig Hours for OT	0.00
3700	Elig Hours for OT	0.00
3701	Neg time ee absence	0.00
3710	Hrs with Holiday	0.00
5000	Days in WW Passed	0.00
9110	Vacation Accrual Amount	7.83
9115	Sick Accrual Amount	8.00
9270	Absence hours	0.00
9271	Absence hours (Calc)	0.00
9273	Holiday used calc vbl	0.00
9275	Attendance hours	0.00
9277	Day for work flag	0.00
9280	Planned hours for the day	184.00
9871	First Period Hours (Pln)	0.00
9921	13A1 Hours	0.00
9923	Hours bef non- school hrs	0.00
9926	Rounded Serv Months	7.00
T10A	TS Vacation Quota Accrued	7.83
T10B	TS Vacation Quota Beg Bal	23.49
T10E	TS Vacation Quota End Bal	31.32
T10K	TS Vacation Quota Prv Per	31.32
T10U	TS Vacation Quota Used	0.00
T130	TS Rpt Paid Leave Taken	8.00
T15A	TS Sick Quota Accrued	8.00
T15B	TS Sick Quota Beg Bal	24.00
T15E	TS Sick Quota End Bal	32.00
T15K	TS Vacation Quota Prv Per	32.00
T15U	TS Sick Quota Used	0.00
T200	TS Calculated Reg Time	176.00

Example of time balances per day:

Display Time Evaluation Results (Cluster B2)

Person 80000069 George Crumley01
 Period 07 2008
 ClType 1
 Table ZES Time balances for each day

Day	Date	TmType	Time type text	Number
01	07/01/2008	5010	Planned weekly work hrs	40.00
01	07/01/2008	9095	Flag for initial prem gen	5.00
01	07/01/2008	9280	Planned hours for the day	8.00
01	07/01/2008	9504	Holiday Prem Rate	0.50
01	07/01/2008	9510	Current Vacation Bal	23.49
01	07/01/2008	9515	Current Sick Bal	24.00
01	07/01/2008	9565	Current Comm Svc Bal	24.00
01	07/01/2008	9872	Hire Date Flag	364.00
01	07/01/2008	9HRR	WW Regular Hours	16.00
01	07/01/2008	9HRW	WW Hours Worked	16.00
01	07/01/2008	W707	7 Day Week 7	40.00
01	07/01/2008	4410	Processing type S	1.00
01	07/01/2008	9316	Holiday used	8.00
01	07/01/2008	2000	Calculate SL Accrual	40.00
01	07/01/2008	2001	Calculate %FTE for SL	1.00
01	07/01/2008	3699	Elig Hours for OT	16.00
01	07/01/2008	7155	Collector-OT Retro fm 3706	16.00
01	07/01/2008	9010	Number of Days in PP	23.00
01	07/01/2008	9015	Count of current day	1.00
01	07/01/2008	9017	Number of Days month	23.00
01	07/01/2008	9173	New Hire Flag PTO	1.00
01	07/01/2008	9020	% of days counted	0.04
01	07/01/2008	2210	Number of Days in month	23.00
01	07/01/2008	2215	Count of current day (mo)	1.00
01	07/01/2008	2220	% reached in Month	0.04
01	07/01/2008	9000	Length of Service	6.00
01	07/01/2008	9018	Com Service Leave Flag	1.00
01	07/01/2008	9917	Number of days flag	1.00
01	07/01/2008	T200	TS Calculated Reg Time	8.00
01	07/01/2008	T10E	TS Vacation Quota End Bal	23.49
01	07/01/2008	T15E	TS Sick Quota End Bal	24.00
01	07/01/2008	T65E	TS Com Serv Quota End Bal	24.00

Example of time wage types:

Display Time Evaluation Results (Cluster B2)

Person 800000069 George Crumley01
 Period 07 2008
 ClType 1
 Table ZL Time wage types

Date	Start	End	AL	C1	Ab	WT	Wage Type Long Text	I	Number
07/01/2008			00	0000	00	9909	Night Shift Premium Rate	A	10.00
07/01/2008			00	0000	00	9910	Evening Shift Premium Rte	A	10.00
07/01/2008			00	0000	00	9911	Weekend Shift Prem Rate	A	10.00
07/01/2008			00	0000	00	9915	Holiday Premium Rate	A	50.00
07/01/2008			00	0000	00	9923	Work Day	S	1.00
07/01/2008			00	0000	00	1000	Regular Salary	S	8.00
07/01/2008			00	0000	00	9917	Work Days in Period	S	23.00
07/02/2008			00	0000	00	9923	Work Day	S	1.00
07/02/2008			00	0000	00	1000	Regular Salary	S	8.00
07/03/2008			00	0000	00	9923	Work Day	S	1.00
07/03/2008			00	0000	00	1000	Regular Salary	S	8.00
07/04/2008			00	0000	00	9923	Work Day	S	1.00
07/04/2008			00	0000	00	1325	Paid Holiday	A	8.00
07/07/2008			00	0000	00	9923	Work Day	S	1.00
07/07/2008			00	0000	00	1000	Regular Salary	S	8.00

PC00_M99_CWTR - WAGE TYPE REPORTER

- “in-period” includes all calculations from the dates of the period in question, plus all retroactive calculations – all data that has been processed within the period.
- “for-period” includes only the calculations that pertain to the dates of the period in question, no calculations which pertain to previous dates.
- 1000 = regular salary
- 1301 = vacation
- 1302 = sick
- 9909 = night rate
- 9910 = evening rate
- 9911 = weekend rate
- 9912 = night hours
- 9913 = evening hours
- 9914 = weekend hours
- 9915 = holiday rate
- 9916 = holiday hours
- 9923 = work days in the calculation
- “Do the hours here match the hours on the BAL table?” If they do, then time entry is correct, the issue is on the payroll side.
- Use the **Object Select** button to choose which fields to filter on.
- **ZPROD*** variants are the variants BEST has set up for biweekly and monthly situations – feel free to use them, adjust and **save-as** with a new filename for your convenience. All variants saved on the front screen are global, so organize the variants by team.
- The report can provide comparison data.

PAYROLL CALENDAR – HOW TO READ IT

September 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day	2 0418 PY Finalization Time Entry COB	3 Reqs Posted to CMCS	4 CMCS Reqs Submitted	5 0418 Pay Day 0419 Period End	6
7	8 Time Entry COB	9	10	11	12 0419 PY Corrections	13
14	15 0419 PY Corrections Time Entry COB	16 0419 PY Finalization	17 Reqs Posted to CMCS	18 CMCS Reqs Submitted	19 0419 Pay Day 0420 Period End	20
21	22 0109 PY Corrections Time Entry COB	23 0109 PY Corrections	24 0109 PY Corrections	25 0109 PY Finalization	26 0420 PY Corrections Reqs Posted to CMCS	27
28	29 0420 PY Corrections CMCS Reqs Submitted Time Entry COB	30 0420 PY Finalization 0109 Period End 0109 Pay Day				

- **04xx - Bi-Weekly Pay Period** (blue text)
- **01xx - Monthly Pay Period** (orange text)
- **Pay Dates** (green text)
 - Time Entry is due Close of Business on Monday for the previous week.
 - Bi-weekly payroll periods are outlined in Blue, Monthly follow the calendar months.
 - PY Corrections – System unavailable - Your data should have been entered before this date, but you have the change to correct it based on the preliminary payroll results. Normally the portal is not taken down, but the change records are locked in SAP, so no changes can be made on any record – only display is possible.
 - Midnight – 7:00 a.m.
 - Noon – 1:00 p.m.
 - 4:00 p.m. - 5:00 p.m.

- **PY Finalization – System unavailable all day – no more changes can be made to the system for this payroll period. Normally the portal is not taken down, but the change records are locked in SAP, so no changes can be made on any record – only display is possible.**
 - **Midnight – 7:00 p.m.**
- **Reqs Posted to CMCS – Requisitions to CMCS posted by 7:00 a.m.**
- **CMCS Reqs Submitted – by 11:00 a.m., requisitions not submitted will be automatically submitted by OSC.**

Do not print remuneration statements before the Pay Date. They may work, but they may not be correct! Some core users have access to remuneration statements, which are available immediately after the first DRAFT payroll run has been processed for a pay period. In reality, there are several payroll runs processed, each processing fixes to corrections (data or system), and the payroll is not finalized until everything works properly. If someone views their remuneration statement prior to a fix being processed, they will see incorrect data.

Individual pay statements will not be available before payday. If your agency has chosen to mass-print, they must wait until the pay date.